




## **CHAPTER 11 PLAN**

The Chapter 11 Plan and Disclosure Statement are filed as 2 events. Do not upload the Disclosure Statement as an attachment to the Plan.

Please refer to [D.N.J. LBR 3016-1](#) and [Local Form 19](#) for more specific information on filing a Chapter 11 Plan.

**NOTE:** This event is also used to docket Modified Chapter 11 Plans.

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| <b>STEP 1</b> | Choose <b>Bankruptcy</b> from main menu  |
| <b>STEP 2</b> | Choose <b>Plan</b> category  |
| <b>STEP 3</b> | Enter case number; click [NEXT]  |
| <b>STEP 4</b> | Select <b>Chapter 11 Plan</b> from drop down list; click [NEXT]  |
| <b>STEP 5</b> | If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen   |
| <b>STEP 6</b> | Select party or click [ADD/CREATE PARTY]; click [NEXT]   |
| <b>STEP 7</b> | Upload PDF file; click [NEXT]  |
|               |  <i>TIP 1 - Supporting documents such as a Certificate of Service shall be uploaded as an Attachment to the Plan.</i>   |
|               |  <i>TIP 2 - <b>DO NOT</b> use this event to file or upload a Disclosure Statement</i>   |
| <b>STEP 8</b> | If deadlines exist in the case, you will be presented with a list and asked to check which deadlines to terminate. If no deadlines exist in the case, a message indicating same will display; click [NEXT]   |
| <b>STEP 9</b> | Docket text appears; select prefix from pull-down list if applicable: e.g. <i>First Amended</i> ; review for accuracy; click [NEXT]  |
|               |  <i>TIP - Other than the selection of a prefix, text of docket entry <u>cannot</u> be modified from this screen; if modification is necessary, use the [BACK] button on your browser.</i> |
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SAMPLE DOCKET TEXT

**Chapter 11 Plan Filed by Beachnut, Inc. (Hughes, John)**

**STEP 10** Final docket text appears; click [NEXT] to submit



*TIP - This is the last opportunity to change information or abort transaction.*

**STEP 11** **Notice of Electronic Filing** displays